



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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**Planning Board Workshop Draft Minutes**

August 19th, 2020

7:00 pm at Community Development Meeting Room & Zoom Video Conference  
3 North Lowell Road

**Attendance:**

Chair, Derek Monson, Present  
Vice Chair, Alan Carpenter, via Zoom video conference  
Joe Bradley, Excused  
Jennean Mason, Present  
Ruth-Ellen Post, Present at 7:04, via Zoom video conference  
Jacob Cross, Present, via Zoom video conference  
Matt Rounds (alternate), Present, seated for Ms. Post until 7:04, via Zoom video conference  
Gabe Toubia (alternate), Present, seated for Mr. Bradley, via Zoom video conference  
Tom Early (alternate), Present, seated at 8:03, via Zoom video conference  
Heath Partington, Board of Selectmen liaison, Present, via Zoom video conference  
Dick Gregory- Planning Board Director  
Renee Mallett- Minute Taker

The meeting opened at 7:01 with the Pledge of Allegiance and the introduction of members. On March 23<sup>rd</sup>, because of the Covid-19 pandemic, Governor Sununu created Emergency Order #12. This has relaxed the requirements of RSA 91-A, III(c) and allowed the meeting to be held while still following the CDC guidelines for social distancing. As such many of the board members took part in the meeting via Zoom video conference.

The board reviewed the proposed sign for Dunkin' Donuts at 30 Indian Rock Road. Mr. Gregory said the sign met the town ordinances.

**Ms. Post was seated at 7:04pm.**

Vice Chair Carpenter asked about a six-foot limit on signs. Mr. Gregory said this sign was within the Village Center District, which allowed up to 8 feet. Some discussion followed on the location of the two signs. The digital menu will be replacing the existing menu board, but it was not specified where the brand sign would go. Chair Monson directed Mr. Gregory to find out this information.

**Ms. Mason made a motion to approve the Dunkin digital menu board as shown on the renderings. Ms. Post seconded the motion. The motion passed with the following roll-call vote:**

**Chair Monson: yes**

**Vice Chair Carpenter: yes**

44 **Ms. Mason: yes**

45 **Ms. Post: yes**

46 **Mr. Cross: yes**

47 **Mr. Toubia: yes**

48 **Mr. Partington: yes**

49  
50 David Demers, Chair of the Design Review, addressed the board and asked for their support in  
51 expanding the purview of the sub-committee. Mr. Demers said Design Review would like to review all  
52 commercial applications as they felt it was unfair that some businesses were required to get board  
53 feedback while others were not.

54 Chair Monson was in favor if this expansion and asked if there would be any issues with members  
55 having to meet more regularly. Mr. Demers said members were dedicated to making it work.

56 Ms. Post said the committee served an important function and asked what zones or districts they  
57 would like to see added to their purview. Mr. Demers said he wanted to see all businesses treated equally,  
58 saying that leveling the playing field was in the best interests of the town.

59 Vice Chair Carpenter suggested that all businesses and multi-family units should go before Design  
60 Review. Vice Chair Carpenter has been looking already at what needed to be changed in the design  
61 regulations to codify this. Vice Chair Carpenter said he would forward the work he had already done to the  
62 committee and asked them to work with staff to make the necessary edits for board review. Ms. Mason  
63 said this would work hand in hand with the efforts of updating the Master Plan to guide a more cohesive  
64 feel for development in town.

65  
66 The board reviewed the latest updates to the survey questions for the creation of the Master Plan.  
67 Ms. Post asked about the wording of the waterline question, as it referenced votes taken last year and the  
68 more recent ballot initiatives from March 2020. What to call the waterline was also discussed as there is  
69 currently a waterline being created up Rt. 28 with an extension up Rt. 111 to the McDonalds.

70 About water, the board also decided that water quantity and water quality were not the same issue  
71 and should be separated. Vice Chair Carpenter said that not only were they separate issues, but they also  
72 had separate solutions.

73 To this point Mr. Rounds asked about re-inserting a previously deleted map of various areas located  
74 within town so the board could quantify which areas had what kinds of water concerns. He also suggested  
75 that in lieu of the map there could be an optional question about the street that the survey respondent  
76 resided on.

77 Chair Monson said that if people had issues with their wells a survey from the planning board  
78 would not be the right place for them to address that problem. Ms. Mason concurred saying it did not add  
79 to the knowledge the board needed to create a vision statement for the town.

80 Vice Chair Carpenter felt that it did fit the scope of the survey as water issues were directly  
81 influenced by development and zoning ordinances. He did not want to discount the influence the board did  
82 have over water.

83 Mr. Cross said the survey was currently on its eleventh iteration and that they were past the point  
84 of adding more questions. Vice Chair Carpenter disagreed. Chair Monson said that the inclusion of a map or  
85 an optional street question would be discussed after the rest of the survey was firmly established.

86  
87 **Mr. Toubia made a motion to accept the survey questions as presented, with the amendment**  
88 **that they reflect the edits made this evening, and that they be presented to the public. Mr. Cross**  
89 **seconded the motion. The motion passed with the following roll-call vote:**

90 **Chair Monson: yes**

91 **Vice Chair Carpenter: yes**

92 **Ms. Mason: yes**

93 **Ms. Post: yes**

94 **Mr. Cross: yes**

95 **Mr. Toubia: yes**

96 **Mr. Partington: yes**

97  
98 Mr. Gregory cautioned that with the timing of the motion there would be a limited amount of time  
99 for the notice to run in the *Windham Independent* before the presentation. Vice Chair Carpenter said that  
100 with it being listed on the agenda and shared on social media that was enough notice.  
101

102 Chair Monson directed Mr. Gregory to set up a meeting with town Attorney Campbell to discuss  
103 various planning issues. Chair Monson said he has not received any updates from the MS4 consultant hired  
104 by the town.  
105

106 Mr. Rounds made an offer to research and write the first draft of the Master Plan. Mr. Rounds was  
107 volunteering and not asking for compensation for this effort. He asked for access to some town data and  
108 reimbursement for anything that needed to be purchased to complete the draft, saying that a lot of  
109 demographic data was commercially available. Mr. Rounds talked about the research he had already done  
110 into the mandatory and optional sections needed for the Master Plan.  
111

112 **Mr. Earley was seated at 8:03.**

113  
114 Ms. Post thanked Mr. Rounds for his generous offer but said she had concerns with one person  
115 writing the entire plan. She thought the board needed more time to decide. Mr. Cross said that people  
116 would be more willing to give their time to edit and contribute if they were presented with a rough draft to  
117 work from. He thought it would encourage more involvement.

118 Vice Chair Carpenter thought the project would be more work than Mr. Rounds initially realized. He  
119 suggested Mr. Rounds write the vision statement to see how the process went. Mr. Rounds agreed but said  
120 the starting chapter would work best if written by committee. Vice Chair Carpenter suggested that he pick  
121 any chapter for his initial effort. Mr. Toubia agreed with this plan.

122 Mr. Cross said he had already written a draft of what he thought the housing section should look  
123 like and offered to send it to the board for review.

124 Chair Monson said the plan was always to start with the vision statement and then go from there.  
125 Mr. Rounds said he would work on a rough draft for the statement and another chapter to start.  
126

127 **Vice Chair Carpenter made a motion to accept the minutes of 6-10-20. Ms. Mason seconded the**  
128 **motion. The motion passed with the following roll-call vote and Ms. Post abstaining as she was not**  
129 **present for the meeting:**

130 **Chair Monson: yes**

131 **Vice Chair Carpenter: yes**

132 **Ms. Mason: yes**

133 **Ms. Post: abstain**

134 **Mr. Cross: yes**

135 **Mr. Toubia: yes**

136 **Mr. Partington: yes**

137  
138 The board discussed going into a non-public session for reasons of reputation. Mr. Gregory said  
139 when the board did so the person who was being discussed had the right to ask that the meeting be held in

140 public. Both Mr. Gregory and Mr. Norman said they were fine with the non-public session being held  
141 publicly.

142 Vice Chair Carpenter said he thought that precise minutes should be kept for the non-public session  
143 and that they could be posted afterwards if appropriate. He also said the board could hold off on the  
144 discussion until getting an opinion from Attorney Campbell.

145 Mr. Partington said he hesitated to have the discussion in public as the purpose of the RSA was to  
146 protect those being discussed. Mr. Cross said it seemed backwards to him to have the people who were  
147 being discussed as part of the meeting. He did not want to proactively make the discussion public as he did  
148 not even know what was going to be talked about.

149 Vice Chair Carpenter said they would be discussing the planning department as a whole. He said  
150 this consisted of a staff of six people and he did not think that one individual should have access to the non-  
151 public session as the names of others in the department could come up. He called talking about one staff  
152 member about another a tenuous situation. Vice Chair Carpenter added that the board had no hiring or  
153 firing influence and that no personnel action would take place as a consequence of the discussion.

154 Mr. Rounds agreed that individual board members might not feel they could speak freely in a public  
155 forum. Mr. Earley added that, as a procedural matter, the board was in their rights to decide who could  
156 attend a non-public meeting.

157 Mr. Gregory clarified that it was not that he wanted to attend the non-public session but rather  
158 that it should be a public discussion.

159  
160 **Vice Chair Carpenter motioned for the board to go into a non-public session, per RSA 91-A:3, II**  
161 **(c). Mr. Cross seconded the motion. The motion was granted with the following roll-call vote:**

162 **Chair Monson: yes**

163 **Vice Chair Carpenter: yes**

164 **Ms. Mason: yes**

165 **Ms. Post: abstain**

166 **Mr. Cross: yes**

167 **Mr. Toubia: yes**

168 **Mr. Partington: yes**